

**CONTRACTING REPORT****Small Business Participation**

STD. 810 (REV. 9-94) FMC

**RETURN TO: DEPARTMENT OF GENERAL SERVICES**  
**OFFICE OF SMALL & MINORITY BUSINESS**  
 1531 I Street, Second Floor  
 Sacramento, CA 95814-2016  
 IMS C-17

**Annual Report**  
**FY 19\_\_\_\_\_**

**NOTE: REPORT DUE AUGUST 1**  
**See Instructions Below**

**1. DEPARTMENT / LOCATION**

DEPARTMENT NAME

ADDRESS (Number and Street)

CITY

ZIP

**2. TOTAL DOLLAR VALUE OF ALL CONTRACTS AWARDED FOR:**

REPORT IN WHOLE DOLLARS	COMMODITY	SERVICE	CONSTRUCTION
\$	\$	\$	\$

**3. TOTAL DOLLAR VALUE OF CONTRACTS AWARDED TO CERTIFIED SMALL BUSINESSES FOR:**

REPORT IN WHOLE DOLLARS	COMMODITY	SERVICE	CONSTRUCTION
\$	\$	\$	\$

**4. REPORTED AND AUTHORIZED BY:**

NAME OF INDIVIDUAL REPORTING (Print or Type Name)	TELEPHONE NUMBER	AUTHORIZED SIGNATURE	DATE SIGNED
TITLE	REPORT DATE	TITLE	

**INSTRUCTIONS**

The report is due to the Office of Small and Minority Business (OSMB) annually each August 1st reflecting prior fiscal year data.

**1. DEPARTMENT LOCATION** - Enter the Name, Address and ZIP Code of your department or agency.

**2. TOTAL DOLLAR VALUE OF ALL CONTRACTS AWARDED** - Report total whole dollars awarded to **all** businesses for each type of contract; commodity, service, and construction as outlined below.

COMMODITY ..... Report all purchases of materials, supplies and equipment made by Delegation Purchase Order (STD.65), Sub-purchase Order (STD. 40A), and State Price Schedules. Do not report purchases from the Prison Industry Authority or Master Purchase Contracts (State Contracts).

SERVICE ..... Report all contracts that are not "Commodity" (defined above) or "Construction" (defined below). Include contracts against Master Service Agreements. *Exception:* do not include EDP or Telecommunications purchases or rentals made from Master Rental Agreements.

CONSTRUCTION ..... Report all contracts for public works, new construction, alteration repairs and capitol improvement.

**3. TOTAL DOLLAR VALUE OF CONTRACTS AWARDED TO CERTIFIED SMALL BUSINESSES** - Report total whole dollars awarded to Office of Small and Minority Business (OSMB) certified small businesses for each type of contract; commodity, service, and construction as outlined above.

**4. REPORTED AND AUTHORIZED BY** - Enter the name and title of the person preparing the report, their telephone number and the date prepared. Also sign, date and enter the title of the person authorizing the report.